



CITY OF SAN BRUNO

Community Services Department

MEETING MINUTES

Parks and Recreation Commission September 21, 2016

1. **Call to Order/Roll Call:** Chair Palmer called the meeting of the Parks and Recreation Commission to order at 6:30 p.m. Commissioners Present: Chair Palmer, Vice Chair Davis, Gonzales, Greenberg, Melendrez, Nigel, Salazar, Zamattia and Youth Representative, Charlene Smith. Staff: Burns and Aker.
2. **PLEDGE OF ALLEGIANCE:** Commissioner Nigel led the Pledge of Allegiance.
3. **APPROVAL OF THE AGENDA: MSC Gonzales/Salazar** for approval of the agenda. Approved unanimously.
4. **APPROVAL OF MINUTES: MSC Nigel/Salazar** for approval of the minutes with the corrections. Approved unanimously. Commissioner Melendrez abstained.
5. **PUBLIC COMMENT:** None.
6. **CONSENT CALENDAR:** None.
7. **CONDUCT OF BUSINESS:**
 - a. Review and Develop Comments and Recommendations for City Council Consideration on the Earl-Glenview Draft Master Plan – Director Burns presented the draft Master Plan for the Earl-Glenview Park to the Parks and Recreation Commission for their review and said their comments and recommendations would be presented along with the Master Plan to the City Council on Tuesday, September 27, 2016 during their regularly scheduled meeting. She pointed out that the new park was significantly larger than the park that was there previously, with the east site of the park nearly 14,500 square feet and the west site approximately 5,700 square feet. The City Council through the Crestmoor Trust Fund has allocated \$1,750,000 for the design and construction of the park. The City hired consulting firm, MIG, to put together the Master Plan and to facilitate the community outreach meetings to get input from the Earl-Glenview community for the concept plans. They conducted three neighborhood meetings and all the meeting notes were posted on the City website in order to seek input from those who were unable to attend the meeting. Residents were also given the opportunity to send in their comments through the City website so that all those ideas were brought forward to draft three concept plans for the

park. Those three concept plans were presented during the last neighborhood meeting and voted on by the neighborhood. The preferred plan was concept plan number two and that was the one used to draft the final concept plan being presented to the Commission. Director Burns was asking the Commission to please give guidance on what she should convey in the staff report that will be given to the City Council on their behalf. Chair Palmer requested comments from the public present. **Charlie Gray, 1101 Claremont**, stated that he did not like the idea of a basketball court at the park because it would be a disruption to the neighbor who owns a house on the side where the sports court is being planned. He also said that he feels the park being designed for the younger children should be put on the lot further away from the street for safety reasons. **Brendan O'Conner, 1646 Claremont**, was there to advocate for safety especially for walls and fencing around the play areas. He also said wanted the basketball courts and liked the current concept for the layout of the parks and the center grass area. **Steve Blick, 1658 Claremont**, is happy with the design but wanted clarification on the fences around the park. Director Burns replied that they are planning a low fence around the play areas. **Joe Meyer, 441 Chestnut**, is concerned about the financial planning for the maintenance of the park. He stated that it will cost the City \$70,000 annually to maintain the new Earl-Glenview Park and that he would like to know where that money is coming from. He also stated that he feels the other 26 parks in the City are lacking in maintenance and wants the City to address those parks before building another one. Director Burns replied that two new parks workers will be hired in the current fiscal year to create a third crew for the maintenance of the parks. **Gary Georgie**, requested that if there was going to be a basketball court put into the new park, he would like it to be designed for smaller children and teenagers. **Carolyn Wilson, 1171 Fairmont**, wanted to advocate for a sports area to be designed for middle school and high school aged children so that those kids in the community are not left out. **Maria Barr, 1658 Concord Way**, stated that her main concern was the safety of the children in the park and thought it was a good idea to have a basketball area available for older kids so they don't have to go to other parts of the City. **Patty Blick, 1658 Claremont**, asked staff if there would be fences by the overlook near the canyon and would like to see one there because of the steep drop. Commissioner Nigel's personal recommendation is for no basketball court to be put in to the park because of the noise associated with basketball courts and that it has been an issue of concern in his past experience with park planning. Commissioner Davis expressed concern about the location of the sports court and asked for the Commission to consider moving it to the opposite side. Her motion was not seconded. **MSC Nigel/Melendrez** that the Parks and Recreation Commission recommend approval of the concept plan for the consolidated master plan as expressed on pages 17 and 18 for the Earl-Glenview Park with consideration for cost, maintenance, safety and, noise during the design process. The movement passed with a 7 to 1 vote. Commissioner Davis expressed that her no vote was not in opposition of the park or its elements but due to the fact that she would like to see the sports court moved from the west site to the east site of the park. Commissioner Salazar added that he would like it to be put on the record that the Commission had varying views on the amenities for adolescent aged children and the location of where they should be.

- b. Reconsideration of the Parks and Recreation Commission Televised Meeting Frequency from Twice Annually in April and October to April Only - Director Burns informed the Commission that the item had been put on the agenda at

their request to reconsider two annually televised meetings. Such a change would not require a bylaws amendment. Chair Palmer said he was in favor of not televising the October meeting because he doesn't feel they have a large audience and it would save the City some money because it wouldn't need to be produced for television. Commissioner Zamattia commented that her only concern was that in the October meeting the Commission gets a report of the activities during the summer from the Community Services Department including the summer camps. Chair Palmer responded that Community Services could provide that report in April so not only would the Commission still be informed but it would also help promote the upcoming summer. He also mentioned that the Community Recognition Award is given in April. Commissioner Zamattia responded that having that summer presentation in April would be beneficial. **MSC Gonzales/Salazar** to no longer televise the October Parks and Recreation Commission meeting. Approved unanimously.

- c. Update on Balance of Park In-Lieu Fee Fund – Director Burns told the Commission that the current balance of the Park In-Lieu Fee Fund is \$8,831. She also mentioned that there are a few projects coming up in the City that will increase the fund and that she will keep the Commission informed as they are developed. Commissioner Gonzales asked if the fees are only for residential developments and Director Burns confirmed that it did not include commercial developments. Commissioner Salazar requested to see how money was generated from The Crossing development and Director Burns responded that she would get them that information to the Commission.

8. UNFINISHED BUSINESS:

- a. Status on the Delivery of the New City Park Restrooms and Recreation Center/Parks Corporation Yard Painting Projects – Director Burns reminded the Commission that the painting project needs to go out for public bid, therefore the Public Services Department/Engineering is taking the lead on that project and were hoping to finalize the painting project by early 2017. The City Park Restroom project is expected to be finished by June 2017.

9. EXCLUDED CONSENT: None.

- 10. ITEMS FROM STAFF:** Director Burns said that during the City Council meeting the previous week, the issue of a dog park came up and they are asking the Parks and Recreation Commission for suggestions on improvements specific to the Commodore dog park. She added that she would add it to the Commission's agenda in January. She also said that there would be an update on the City parks pathways project during the Commission's combined November and December meeting agenda.

11. PUBLIC COMMENT: None.

12. ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:

- a. Subcommittee Updates -
 1. Adopt-a-Park Program (Palmer, Gonzales) – Commissioner Gonzales let the Commission know that Girl Scout Brownie Troop # 62402 was planting some flower beds at Commodore Park as part of their Adopt-a-Park project. Commissioner Nigel said that the Bike and Pedestrian Committee members have shown interest in adopting the Crestmoor Canyon Pathway and Commissioner

- Gonzales requested a lead person get in contact with her.
2. Report from Commissioners - Commissioner Nigel said that he might be absent during the Commission's October meeting because he is due to receive a national award in St. Louis on that date. Commissioner Melendrez wanted to comment that he attended the September Flea Market and there seemed to be a lack of vendors and patrons attending. He also asked if the fee had increased from previous years. Director Burns replied that the fee had not changed and that the number of vendors had not declined but she would speak with staff about increasing promotion. Chair Palmer reminded the Commission that the City was hosting an appreciation dinner at the San Bruno Senior Center on Wednesday, September 28 and to please RSVP to the City Clerk as soon as possible. Chair Palmer also told the Commission that he will not be asking for a sub-committee for the Commission's annual review because he delivers the annual review and would like to write it. He will have it available for the Commission's review during their October meeting and will seek their input for it then.

13. **ADJOURNMENT:** With no other business to be conducted, **Chair Palmer** adjourned the meeting at 8:35 p.m.

Respectfully Submitted,

Ludmer Aker
Executive Assistant
City of San Bruno